

Permission to Work Form for Minors

According to the Fair Labor Standards Act, the minimum age of employment is 14 years of age. In addition, the number of hours worked by minors is limited for those under the age of 16. The FLSA prohibits the employment of a minor in work declared hazardous by the Secretary of Labor. Below is a brief description of employment restrictions as determined by the age of the individual.

A youth 18 years or older – may perform any job, whether hazardous or not, for unlimited hours.

A youth 16 or 17 years old – may perform any non-hazardous job for unlimited hours.

- The FLSA sets a 16-year-age minimum for employment in manufacturing or mining occupations. Furthermore, this age minimum is applicable to employment in all other occupations unless otherwise provided by regulation or order issued by the Secretary of Labor.

A youth 14 and 15 years old – may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs. They cannot work:

- More than 3 hours a day on school days, including Fridays;
- More than 18 hours per week in school weeks;
- More than 8 hours a day on non-school days;
- More than 40 hours per week when school is not in session.

*Also, 14- and 15-year-olds may not work before 7:00 a.m., or after 7:00 p.m., except from June 1 through Labor Day, when their permissible hours are extended to 9:00 p.m.

The following is a brief list of jobs/duties that a 14- and 15-year-old may NOT participate in ...

- Construction or repair jobs
- Driving motor vehicles or helping a driver
- Power-driven machinery or hoisting apparatus other than typical office machines
- Public messenger jobs
- Warehousing and storage
- Boiler or engine room work, whether in or about
- Freezers or meat coolers work
- Maintenance or repair of a building or its equipment
- Warehouse work, except office and clerical work
- Baking and Cooking, except with gas or electric grilles that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets in and out of the hot grease or oil
- Operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers, grinders, choppers or cutters and bakery mixers
- Outside window washing, or work standing on a window sill, ladder, scaffold or similar equipment

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Section I:

High School Student Agreement

Minors, age 15, working during or after school hours, are required to provide permission statements from their parent/legal guardian and from their high school. If the minor is between the age of 15 and 17, the minors immediate supervisor must verify the work to be performed.

Minor's name (print)

Minor's signature

Date

Section II:

Permission to Work Form for Minors

Parent/Guardian Permission

I hereby give my permission to Southern Illinois University Edwardsville to employ my son/daughter, _____ (print), who is currently _____ years of age.

Parent/legal guardian's name (print)

Parent/legal guardian's signature

Date

Section III:

High School Permission

Permission is granted for the minor named above to work as a _____ at Southern Illinois University Edwardsville. By signing below, I, _____ (print), certify that this work will take place during/after (circle one) school hours and will not interfere with the minor's high school education.

Name of High School (print)

Principal's signature

Date

Section IV:

Departmental Verification

I, _____ (print), verify that the work to be performed by the above-named employee is not hazardous for persons aged 15-17. I also verify that the hours to be worked by the above-named employee conform to child labor provisions of the Fair Labor Standards Act and the Department of Labor. In addition to completing this section, the Food Service Department is required to verify the work of all minors by completing the Fair Labor Standards Act Restaurant Employer Self Assessment Tool.

Supervisor's signature

Date

The Office of Human Resources will not place you on the payroll until this form is completed and returned.

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Name: _____ Banner ID: _____

The U.S. Department of Labor's Wage and Hour Division produced a self assessment tool to help ensure compliance with the youth employment provisions of the Fair Labor Standards Act. The following are situations that may occur within the food service industry. **Please check YES or NO in response to the following questions. If you answer YES to any question, the individual will not be able to perform such duties.**

If the employee is under 18 years of age, do they...

1. Yes No Operate or clean power-driven meat slicers or other meat processing machines?
2. Yes No Operate or clean any power-driven dough mixer or other bakery machines?
3. Yes No Operate, load, or unload scrap papers baler or paper box compactors?
4. Yes No Drive a motor-vehicle on the job?

If the employee is under 16 years of age, do they...

5. Yes No Cook?
6. Yes No Bake?
8. Yes No Clean cooking equipment or handle hot oil or grease?
9. Yes No Load or unload goods from a truck or conveyor?
10. Yes No Work inside a freezer or meat cooler?
11. Yes No Operate power-driven bread slicers or bagel slicers?
12. Yes No Operate any power-driven equipment?
13. Yes No Work from ladders?
14. Yes No Work during school hours?
15. Yes No Work before 7:00am on any day?
16. Yes No Work past 7:00pm between Labor Day and June 1?
17. Yes No Work past 9:00pm between June 1 and Labor Day?
18. Yes No Work more than 3 hours on a school day, including Fridays?
19. Yes No Work more than 8 hours on any day?
20. Yes No Work more than 18 hours in any week when school was in session?
21. Yes No Work more than 40 hours in any week when school was not in session?

Supervisor

I certify that the information on this form is true and correct to the best of my knowledge.

Supervisor's Name (print)

Supervisor's signature

Date